



**Department of Conservation
Division of Recycling
STATEWIDE TECHNICAL ASSISTANCE AND RESOURCES BRANCH**

City/County Payment Program

Frequently Asked Questions

What is the City/County Payment Program?

The City/County Payment Program was established by Senate Bill 332 (Chapter 815, Statutes of 1999) and became effective January 1, 2000. The Beverage Container Recycling and Litter Reduction Act authorizes the Department of Conservation (Department) to allocate a total of \$10.5 million on an annual basis to eligible cities and counties for beverage container recycling and litter cleanup activities.

The goal of California's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers. The recycling programs established by cities and counties assist the Department in reaching, maintaining, and hopefully, exceeding this goal.

How does a city or county apply for funding?

Each year, the Department sends an electronic invitation to every eligible city and county. The electronic invitation provides a unique link to the Funding Request Form (FRF). To receive these funds, a city and/or county, must complete and submit the FRF to the Department by the designated deadline.

How are allocations determined?

Each city is eligible to receive a minimum of \$5,000 or an amount calculated by the Department, on a per capita basis, whichever is greater.

Each county is eligible to receive a minimum of \$10,000 or an amount calculated by the Department, on a per capita basis, whichever is greater.

The per capita amount is calculated, based upon the population, as of January 1, 2007, in the incorporated areas of a city, city and county, or the unincorporated area of a county, as stated in the Annual City/County Population and Housing Estimate Report submitted to the Governor by the California Department of Finance.

The exact amount of funding is stated on the FRF.

What is my user name?

The user name is the city or county name with initial capitalization and no spaces.
(Example: SacramentoCounty)

What if I forget my password?

Select "Forgot your Password?" and follow screen instructions. A new screen will appear enabling the user to type in a new password. Don't forget to write down the user name and new password for future use.

Can a city or county delegate the responsibility of submitting the FRF to another entity such as a joint powers authority or consultant?

Yes. The city or county can forward the electronic invitation, including the link to the FRF, to the designated entity for completion.

Do any other documents need to be submitted with the funding request form?

No. The FRF is the only document the Department needs to process payment unless you are asked to provide additional information on the prohibition of a supermarket-recycling site. The Department no longer requires a copy of a resolution.

Why does the eligible amount change from one fiscal year to the next?

Since the eligible amount is based on the population of each city or county, the eligible amounts may vary each fiscal year due to fluctuating population throughout California.

Can a city or county request more or less than the eligible amount?

No. Allocations are pre-determined and cannot be adjusted. The FRF will not allow a city or county to request more or less than the eligible amount.

Frequently Asked Questions (Continued)

What is the deadline to apply for funding?

The invitation to apply for funding is sent to eligible cities and counties annually. The statute indicates that entities have 90 days from the date of receipt to submit the FRF. Please refer to the 2008/2009 City/County Payment Program Guidelines for the exact due date.

What happens if a funding request form is submitted late?

Cities and counties will be unable to access the on-line FRF after the deadline and thus will not be eligible to receive funding. A denial letter will be generated and sent to those entities.

How much information should be provided in the project description?

Provide a very brief summary that will support and clarify the project activities selected.

How soon will the city or county receive its check?

The Department will review and approve FRFs and authorize the State Controller's Office to make payments to each city and county at the beginning of the fiscal year (July 1). The State Controller's Office has up to 30 days to process the payment.

As provided in statute, the Department may withhold payment if the city or county has prohibited the siting of a supermarket site, caused a supermarket site to close its business, and/or adopted a land use policy that restricts or prohibits the siting of a supermarket site within its jurisdiction since January 1, 2000.

Who will the check be sent to?

The State Controller's Office will mail checks directly to the City or to the County Treasurer's office. To identify the funding source, the words "**DOC/Recycling**" will be imprinted on the face of the check. Award letters will be sent to the primary contact as well as the person submitting the FRF to inform him/her that the check will be forthcoming. Notify your accounting department to let them know when the check will arrive and where to place the funds.

What if the city/county does not expend all funds?

At this time, the Department does not have a procedure to reclaim unexpended funds. It is recommended that each entity encumber the money in a separate account

or beverage container recycling activities and expend it as soon as possible.

Can changes be made to the proposed activities already submitted?

All changes to activities must be submitted in writing (fax or e-mail) to the Department's Division of Recycling (Division) at the attention of your field representative. This includes changes to the proposed projects, contact person, mailing address, phone numbers, etc.

Can a Lead Agency or JPA submit one FRF for all of the eligible cities and counties that it represents?

No. An FRF needs to be submitted for each city and county using the on-line application process.

Will the funding request form be mailed to the city/county, lead agency, or JPA?

No. An invitation to apply will be sent electronically to each city and county with instructions explaining how to complete and submit the FRF. Each city or county is responsible for delegating the submittal of the FRF and forward the invitation to apply to the lead agency or JPA to apply on their behalf.

How should expenditures of the city/county funds be tracked?

Although there are no fiscal reporting requirements for this program, the Department recommends tracking expenditures for beverage container recycling programs separately from other programs.

Do records of expenditures need to be submitted?

No. The Department requests, however, that each jurisdiction maintain records for five years, in accordance with Title 14, Division 2, Chapter 5, Section 2085 of the California Code of Regulations. This means that invoices, receipts, timesheets, employee information and proof of payment for all expenditures must be kept on file.

Is approval from the Department necessary before a purchase is made?

No. Approval is not necessary if the proposed activities or equipment purchases were included in the FRF submitted to the Department.

Yes. If the expenditure is part of a new activity that was not on the original FRF submitted to the Department,

Frequently Asked Questions (Continued)

please e-mail the changes to your Department field representative for approval.

What if the primary contact person for the city/county changes?

The Department should be notified immediately so information can be updated to ensure timely receipt of future information.

Notifications can be e-mailed to your Department field representative, faxed to (916) 322-8758 or mailed to: Department of Conservation, Division of Recycling, Statewide Technical Assistance and Resources Branch, 801 K Street, MS 17-01, Sacramento, CA 95814-3533.

Are status reports or final reports required by the Department?

No. There is no reporting requirement at this time.

Does a city/county need to be certified by the Department to start a drop-off or collection program?

If the amount collected exceeds the consumer daily volume limits (currently the limit is 2,000 pounds of glass and 500 pounds of aluminum or plastic), you will need to be certified by the Department in order to receive payment of CRV.

For further information about certification, call the Department's toll free number at 1-800-RECYCLE or (916) 324-8598 and ask for a Certification Services Branch staff person.

For any other questions:

For further questions, please contact your Department field representative by calling 1-800-RECYCLE or (916) 322-0613. A field representative listing is also available on line at:

<http://www.conservation.ca.gov/dor/grants/pages/fra.aspx>

Questions may also be submitted to your field representative in writing to:

California Department of Conservation
Division of Recycling
Statewide Technical Assistance and
Resources Branch
801 K Street, MS 17-01
Sacramento, CA 95814-3533
Fax (916) 322-8758
(Please identify your city and county.)

For additional information about California's beverage container recycling program, please visit the Department's web site at www.conservation.ca.gov.